



DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.
ZSU-MPP-03-12
ZSU-ESEP-03-12

OPENING DATE
March 26, 2003

CLOSING DATE
April 8, 2003

POSITION TITLE SERIES & GRADE
Medical Support Assistant (OA)
GS-679-04, \$22,968 per annum
GS-679-05, \$25,697 per annum
(Includes Locality Pay Adjustment)

LOCATION & DUTY STATION
PHS Indian Hospital
Program Support Services
Contract Health Services
Zuni, New Mexico

CONDITIONS OF EMPLOYMENT: Permanent Full-time. The incumbent of this position is subject to call back and/or standby work.

Area of Consideration: Albuquerque Area Wide

Selection will be made at GS-4 or GS-5 grade level with promotional opportunity to GS-5.

Relocation Expenses: If positions are announced with an area of consideration beyond the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay relocation expenses.

Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates MUST indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Cordelia Tsadiasi, Human Resources Assistant, telephone number (505) 782-7516. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES: For GS-4, duties and responsibilities are similar to GS-5 but performed with lesser independence and closer supervision. GS-5: The incumbent reviews Contract Medical Care referral requests to determine patient eligibility and availability of alternative sources of payment from private health plans and public agencies. Interview patients to determine alternate resources. Provides vendors with written summaries of patient eligibility and appropriate payment sources. Maintains a commitment register of contract expenses for medical and dental services. Estimates service costs and enters an authorization which is sent to vendors. Maintains suspense files for outstanding authorizations for vendor submission with documented charges following delivery of the submission of the contracted service. Makes air and land transportation arrangements for patients and/or escorts. Requisitions travel orders and vouchers for mileage and subsistence for patients and/or patient escort. Initiates correspondence for the Chief Executive Officer and/or Hospital Administrative Officer for signature. Upon request, attends morning medical rounds to document CHS resource case management activities of patients referred to contract facilities. Ensures that minutes are recorded and maintained on file reflecting patient's stay, treatment plans, alternate resource availability/referrals for use in the event a high cost catastrophic case develops. Responsible in ensuring that all mandatory training required by JCAHO are attended on an annual basis. Participates in performance improvement activities and initiatives as assigned. Keeps a current file of all contracts and contract vendors. Codes all "in-and-out" patient forms according to ICD-9 and CPT Standards. Authorizes payments of services of consultants, emergency nursing, and other hospital services. Codes all outpatient and inpatient authorizations by using ICD-9 and CPT standards as reference. Transcribes data from source documents onto computer readable media for subsequent computer processing. Controls and monitors the data system activities. Performs other duties as assigned.

COMPETITIVE AND IHS EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Candidates for GS-4 must have had 52 weeks of General Experience **OR** two (2) years above high school. Candidates for the GS-5 level must have had 52 weeks of Specialized Experience equivalent to at least the GS-4 level **OR** four (4) years above high school.

General Experience: Progressively responsible clerical, office, or other work where the primary duties are to perform general office support work such as typing, word processing, answering the phone, filing,, etc.

Specialized Experience: Demonstrated experience where knowledge of contract health procedures and regulations were applied, such as: eligibility requirements, funds control techniques, coding requirements. Examples of the types of experience that will be credited are shown above under "Duties and Responsibilities".

Proficiency Requirements: In addition to meeting experience or education requirements, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute. Applicants can certify that they can type a minimum of 40 words per minute by signing the application.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions. Transcripts are necessary if applying for Substitution of Education.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

GS-4

1. Knowledge of CHS eligibility guidelines.
2. Knowledge of alternate resources.
3. Knowledge of medical terminology
4. Ability to communicate orally and in writing.

GS-5

1. Knowledge of CHS eligibility guidelines.
2. Knowledge of alternate resources.
3. Knowledge of medical terminology
4. Ability to communicate orally and in writing.
5. Ability to maintain a commitment register.

HOW AND WHERE TO APPLY: Applications MUST be submitted by close of business of the dosing date to Zuni PHS Indian Hospital, Human Resources Office, P.O. Box 467, Zuni, New Mexico 87327. If submitting in person, we are located at Zuni PHS Indian Hospital, Human Resources Office. For copies of vacancy announcements, contact Human Resources Office at (505) 782-7516. We do not FAX vacancy announcements.

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Interested applicants may submit one of the following;

1. OF-612, Optional application for Federal employment http://www.opm.gov/forms/pdf_fill/of0612.pdf
2. SF-171, Application for Federal employment;
3. Resume; or
4. Any other written application format.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with ZIP Code), Day and Evening telephone numbers (with Area Code).
3. Social Security Number.
4. Country of Citizenship.
5. If claiming veterans preference, a copy of DD-214; and SF-15 if claiming 10-pt veterans preference.
6. Copy of latest Personnel Action (SF-50B) if current or former Federal employee.
7. Highest Federal civilian grade held (give job series and dates held).
8. High School-Name, City, State (ZIP Code if known), and date of Diploma or GED.
9. Colleges and Universities-Name, City, State (ZIP Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.
10. Work Experience (paid and unpaid) - Job title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number, Starting and Ending Dates (month and year), Hours per week and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments, Certificates.
13. Applicants claiming Indian preference MUST submit along with their application a copy of an official BIA Preference Certificate, Form BIA-4432, signed by the appropriate BIA official, or Form BIA-4432 issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the

BIA official. Note: Current Albuquerque Area IHS employees need not furnish verification as long as they indicate on the application that a Certificate of Indian Blood is on file in their OPF.

14. Copy of your current performance appraisal, if a current Federal employee.
15. Statement for Child Care & Indian Child Care Worker Positions.
16. OF-306, Declaration for Federal Employment http://www.opm.gov/forms/pdf_fill/of0306.pdf
17. Proficiency statement if not submitting OF-612 or not indicated on item 13 of signed OF-612.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All applications must be received by the closing date of this announcement. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

INDIAN PREFERENCE: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

ADDITIONAL OR ALTERNATE SELECTIONS may be made within 90 days of the date the certificate was issued if the position becomes vacant; if filling an identical additional position in the same geographic location; if the qualification requirements are the same and if an Indian preference eligible is on the certificate. If an Indian preference eligible is not on the certificate, the vacancy must be reannounced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES CLEARANCE:

/s/ Cordelia Tsadiasi
Cordelia Tsadiasi,
Human Resources Assistant

03-24-2003
Date

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (INCLUDES INDIAN HEALTH SERVICE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.

4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

- 1) Received a specific RIF separation notice; or
- 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
- 3) Retired with a disability and whose disability annuity has been or is being terminated; or
- 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
- 5) Retired under the discontinued service retirement option; or
- 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

?? If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements

of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

?? If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

SAMPLE FORMAT-(USE SEPARATE SHEET OF PAPER)

**SUPPLEMENTAL QUESTIONNAIRE
on Knowledge, Skills and Abilities**

POSITION: Medical Support Assistant (OA), GS-679-04

VACANCY ANNOUNCEMENT NO.: ZSU-MPP-ESEP-03-12

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Knowledge of CHS eligibility guidelines.
2. Knowledge of alternate resources.
3. Knowledge of medical terminology.
4. Ability to communicate orally and in writing. oard.

The information you provide is considered to be part of your application and, as such, is certified correct by your signature.

Signature

Date

SAMPLE FORMAT-(USE SEPARATE SHEET OF PAPER)

SUPPLEMENTAL QUESTIONNAIRE
on Knowledge, Skills and Abilities

POSITION: Medical Support Assistant (OA), GS-679-05

VACANCY ANNOUNCEMENT NO.: ZSU-MPP-ESEP-03-12

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Knowledge of CHS eligibility guidelines.
2. Knowledge of alternate resources.
3. Knowledge of medical terminology.
4. Ability to communicate orally and in writing.
5. Ability to maintain a commitment register.

The information you provide is considered to be part of your application and, as such, is certified correct by your signature.

Signature

Date

DECLARATION FOR FEDERAL EMPLOYMENT
INDIAN HEALTH SERVICE
CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS

Name:

Social Security Number:

Job Title in Announcement:

Announcement Number:

BACKGROUND INFORMATION

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

- 1) Have you ever been arrested for or charged with a crime involving a child?

YES () NO ()

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, or crimes against persons; or offenses committed against children?

YES () NO ()

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date